

SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

CHAPTER 4

OFFICIAL MAIL PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL-----	4000	4-3
DEFINITION OF OFFICIAL MAIL-----	4001	4-3
THE COMMAND MAIL CENTER-----	4002	4-3
POSTAGE METERING OF OFFICIAL MAIL-----	4003	4-5
OFFICIAL MAIL ADDRESSING STANDARDS-----	4004	4-5
USE OF SPECIAL POSTAL SERVICES-----	4005	4-6
BUSINESS REPLY MAIL (BRM) -----	4006	4-6
PREPARATION AND ENDORSEMENT-----	4007	4-7
OFFICIAL MAIL COST CONTROL MEASURES-----	4008	4-7



# SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

## CHAPTER 4

### OFFICIAL MAIL PROGRAM

4000. GENERAL. Department of the Navy official mail may be used when mailing official matter which relates exclusively to the business of the U.S. Government. Official mail is not authorized for personal use or for transmitting matter for the promotion of private groups, individuals or for Non-appropriated Fund Instrumentality activities. The responsibility to determine eligibility of matter for official mail is that of the originating command. Commanders should refer to reference (d) and (h) for detailed information regarding the use of official mail.

#### 4001. DEFINITION OF OFFICIAL MAIL

1. Official mail is defined as any official letter, publication, parcel, or other official matter which relates exclusively to the official business of the U.S. Government, and is mailed using officially funded postage. Additionally, any mail which has an official return address, uses a government agency's indicia, or which contains a billet/duty title in the delivery address is also considered official mail.
2. Official correspondence/matter becomes official mail at the point when it is sealed in an envelope or other mailable container, properly addressed, and is either postmarked by an official postage meter or has an appropriate quantity of official postage stamps affixed, or is placed under the control of the U.S. Postal Service or its representatives, whichever occurs first. Up until that point, it is not considered "mail" and is not subject to Postal laws and regulations in terms of handling, security, or search and seizure considerations. Simply enclosing official matter into an addressed envelope does not make it official mail.
3. Official mail ceases to be categorized as "mail" at the point when it is properly delivered to the addressee or an agent which the addressee has authorized in writing to receipt for and open such mail. Once properly delivered, it has exited the Military Postal System and again becomes correspondence or matter; thus, it is no longer subject to postal laws or other regulations which govern the security, handling, and delivery of official mail, or search and seizure procedures. Rather, it may be handled and distributed in accordance with the individual unit commander's established correspondence distribution practices. Refer to paragraph 7014 of this Manual for detailed information and procedural instructions relating to delivery of official mail.

#### 4002. THE COMMAND MAIL CENTER

1. Commanding officers are required to establish and maintain a command mail center, to serve as the central point at which all outgoing official matter/correspondence generated by the command is collected, screened for mailability, consolidated whenever possible, and approved/prepared for mailing, if appropriate. The command mail center should also serve as the central distribution point for all incoming official guard mail/correspondence, and the unit's incoming

official mail that has already been properly delivered to and opened by an individual authorized by the unit commander in writing to do so. The requirement to establish a command mail center extends only to those battalion-level commanders and higher, and all company-level commanders who operate a functional mail room.

2. It is at the unit's command mail center, that the appointed unit OMM will monitor/oversee the administration of the command's official mail program and carry out the responsibilities of the unit OMM as listed in references (d) and (h), and paragraph 1003 of this Manual.
3. The command mail center should be placed in a location where it will best serve the needs of the unit commander, his staff, and the appointed unit OMM. Ideally, it should be collocated with the unit commander, his headquarters staff, and the unit mail room. Additionally, it should be accessible, during normal working hours, to representatives from all sections to allow for the daily receipt of incoming official matter/correspondence, and the dispatch of outgoing official matter/correspondence by the most appropriate and economical means.
4. Security of the command mail center is the responsibility of the individual unit commander. Command mail centers should provide for some measure of security for official matter/correspondence during non-working hours; therefore, it is recommended that rooms/facilities serving as command mail centers be lockable; however, this is not a requirement. Keys to the command mail center, and after-hours access, may be maintained and controlled by the unit OMM, the assistant OMM, and the unit Officer of the Day at the discretion of the unit commander. U.S. Mail and classified matter may not be stored in the unit command mail center under any circumstances.
5. The unit mail room may not serve a dual purpose as the unit command mail center, as only undelivered U.S. Mail may be stored/processed in the unit mail room. Unit mail clerks may, however, be assigned collateral duties within the command mail center, so long as efficiency of operations in the unit mail room is not compromised.
6. Command mail centers should maintain the publications, and stock sufficient supplies and equipment necessary for efficient operation. Items which might typically be found in a command mail center are listed below:
  - a. A copy of DoD 4525.8-M (DoD Official Mail Manual).
  - b. A copy of MCO P5110.4 (The Marine Corps Official Mail Program).
  - c. A copy of this Manual.
  - d. An assortment of official envelopes in appropriate sizes and sufficient quantities to meet the unit's official mailing requirements. Mid-sized and larger envelopes should be on hand for use in consolidated mailings. Padded and/or reinforced envelopes should be maintained for mailing awards and other odd-shaped or fragile items.

e. An assortment of U.S. Postal Service approved packaging tapes, brown wrapping paper, boxes, and mailing tubes, as considered appropriate to the individual needs of the command.

f. A supply of empty guard mail envelopes.

g. A supply of adhesive address labels which have been pre-addressed with the command's official return address, as well as a supply of labels which have been pre-addressed to those activities, agencies, and other official correspondents to whom official mailings are commonly sent.

h. Any other administrative, packaging, postal-related supplies considered appropriate by the unit commander and his appointed unit OMM.

4003. POSTAGE METERING OF OFFICIAL MAIL. The Consolidated Post Office processes all outgoing official mail through an official postage meter machine, to affix the proper amount of postage before entry into the U.S. Postal System. Therefore, all outgoing official matter that has been submitted to and processed at the unit command mail center, will be either delivered to the serving military post office or to the Official Mail Section at the rear entrance of the Consolidated Post Office (Bldg 1770) for acceptance, processing, and dispatch. Official mail will not be deposited into mail collection boxes, or delivered to civilian post offices. Official mail found deposited in mail collection boxes, will be returned to the Official Mail Manager of the originating command/activity without action.

#### 4004. OFFICIAL MAIL ADDRESSING STANDARDS

1. To ensure compatibility with USPS automation requirements and per BO 5110.6, all addresses on official mail will be typed or printed by other mechanical means (computer generated address labels are acceptable) in upper case letters and will contain no punctuation except for the hyphen in the zip + 4 code. Rubber stamped impressions are not generally readable by USPS automated equipment and will not be used by commands while in garrison. This applies to both the delivery and the return addresses. Handwritten or rubber stamped addresses are only authorized for commands actively involved in hostilities or field exercises when there is no other means available to mechanically print the addresses. Official mail addresses (both delivery and return) will be limited to five lines, formatted with a uniform left margin, and limited to a maximum of 47 characters per line, including spaces; except for the "Name of Activity Line" (third from the bottom) which is limited to 40. On all outgoing official mail, return addresses will be formatted as depicted in (reference (k)). Delivery addresses will also conform to the requirements outlined above and be in the following format:

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XXXXXXXXXXXXXXXXXXXX.....TITLE OF OFFICIAL IN CHARGE
XXXXXXXXXXXXXXXXXXXX.....OPTIONAL LINE
XXXXXXXXXXXXXXXXXXXX.....NAME OF ACTIVITY LINE
STREET ADDRESS OR BOX NUMBER....DELIVERY ADDRESS LINE
CITY STATE ZIP+4 CODE.....LAST LINE

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a. The official mailing addresses depicted in BO 5110.6 consist of up to five lines of information formatted in accordance with USPS requirements. Many

of the official mailing addresses contain an optional "Attention" line which will be used and modified as necessary by different staff sections, offices, or activities within a particular command (except those issued a separate address) to assist in mail sorting/distribution within that command's mailroom and command mail center. When using the "Attention" line, conform with the requirements described above (i.e. 47 characters per line, etc.). The information contained in lines three, four, and five have been programmed into the USPS's automated equipment for sorting purposes and must not be modified whatsoever from that which is shown in reference (k).

2. All personnel responsible for addressing official mail will refer to the Standard Navy Distribution List (Part 1), the catalog of Navy Shore Activity Address Directory of Post Offices, the Department of Defense Activity Address Directory, and BO 5110.6 for the correct addressing of official mail matter. All addresses must include correct ZIP code. Four digit add-ons will be used when sending official mail to Marine Corps addresses or when otherwise known.

4005. USE OF SPECIAL POSTAL SERVICES. The use of special postal services shall be strictly limited to those instances when their use is required by law, Department of Defense (DoD) instructions, Marine Corps directives, and this Manual, or when specifically authorized in writing by the Commandant of the Marine Corps (MHP-50). Extra fees are charged for the use of these special postal services; therefore, they shall not be used as a matter of convenience or for those mailings which do not qualify for their use. The Installation Official Mail Manager shall determine final eligibility for use. Special postal services authorized for use with official mail are registered, certified, and numbered insured mail; return receipts; restricted delivery; and certificates of mailing. Authorized users of official mail should consult references (d) and (h), and their unit Official Mail Manager, for detailed information regarding the authorized uses of these special postal services.

4006. BUSINESS REPLY MAIL (BRM)

1. When an official return response is required by a command corresponding with a non-DoD organization/activity, use of a business reply envelope or card may be appropriate. Use of BRM is only authorized for official replies/responses to a command and only for matters relating exclusively to command or U.S. Government business. BRM is not authorized for personal use or to obtain replies/responses from other DoD organizations/activities. DoD activities can return such replies at their own expense through official mail channels, saving the U.S. Government any BRM surcharges and accounting fees. Further, the use of pre-metered or self-addressed stamped envelopes for reply purposes is not authorized on official mail, since the postage placed on the reply envelope or card would be spent, whether or not the reply was returned.

2. The following general guidance on business reply formats is provided:

a. The "Business Reply Mail" format is for use on letter-size envelopes, self-mailers, and cards that exceed the maximum postcard size.

b. The "Business Reply Card" format is used for all cards that are postcard size.

3. Commands using BRM shall order their stocks through the Defense Printing Service using DD Form 844. The BRM permit number of the serving military postal activity shall be pre-printed on all official BRM envelopes and cards. Further, the official mailing address of the user command shall be pre-printed on each envelope/card, per the official mail addressing standards outlined in BO 5110.6. Coordination shall be made with the Consolidated Postal Officer (Operations) to ensure all content, format, and addressing requirements are strictly adhered to prior to ordering BRM envelopes/cards.

#### 4007. PREPARATION AND ENDORSEMENT

1. All personnel responsible for the preparation and handling of official mail will ensure that official mail matter is prepared in accordance with the instructions and regulations established by references (d), (h), and (k), and this Manual.

2. It is the responsibility of the originator/sender to specify the class of mail desired/required and request necessary special postal service(s), so that the official mailing may be appropriately endorsed at the post office.

#### 4008. OFFICIAL MAIL COST CONTROL MEASURES

1. DoD and HQMC policy requires that official mailing costs be kept to the minimum necessary to conduct essential government business. Prior to 1 October 1992, all official mail expenditures were funded by HQMC without limit, or any tangible incentive to limit postage expenditures at the installation level. With decentralization of the postal budget in FY-1993, however, HQMC has provided each installation commander with a "fixed" annual postal budget which must be effectively managed and efficiently utilized. There is no longer "unlimited" funding available for use in the administration of this installation's official mail program. It is incumbent, therefore, upon all authorized users of official mail, to become active participants in the installation's Official Mail Cost Control Program (OMCCP) by limiting the use of official mail to those mailings which are necessary to conduct essential government business, and actively seeking ways in which to reduce overall postage expenditures.

2. DoD 4525.8-M and MCO P5110.4 list numerous official mail cost saving measures and "helpful hints" for reducing postage costs. Official mail cost control measures include:

a. Establish controls on postal expenditures within each unit or activity, to create a cost-effective official mail management program; to include strictly limiting all requests for special postal services (Express, Registered, Certified, Numbered Insured, Return Receipt, etc.) to those mailings which meet the criteria established by references (d) and (h) for the use of such special services.

b. Ensure that alternate forms of official correspondence distribution (FAX, guard mail, courier service, E-mail, etc.) are being utilized to the greatest extent possible to reduce official mailing costs.

c. Ensure all outgoing official mailings are enclosed in the smallest envelope possible to reduce mailing costs; and that they are properly, adequately, and securely packaged to prevent loss of or damage to the contents.

d. Ensure all outgoing official mailings destined for the same address/location are consolidated to the greatest extent possible at the unit command mail center to reduce official mailing costs.

e. Ensure the official mail system is not being used for private or unofficial business. Report suspected postal offenses or attempted misuse of official mail to the commanding officer of the alleged offender, and to the installation OMM.

3. Official mail cost saving measures outlined in references (d) and (h), and this Manual will be fully enforced by the Installation Official Mail Manager. To enforce compliance, the Installation OMM and appointed unit OMM's may open for inspection, any unclassified article or matter submitted for acceptance as official mail, if that matter or article is suspected of failing to comply with the regulations established for the use of official mail.



SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

CHAPTER 5

AUDITS AND INSPECTIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE -----	5000	5-3
AUDITS AND INSPECTIONS OF MILITARY POST OFFICES -----	5001	5-3
MAIL ROOM INSPECTIONS -----	5002	5-4



# SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

## CHAPTER 5

### AUDITS AND INSPECTIONS

5000. PURPOSE. Postal audits and inspections are conducted to protect government interests and to ensure that all government property and monies are present or accounted for, and that such property and monies are being protected, utilized, and disposed of in accordance with current regulations. They are also conducted to ensure that the organization providing the service operates efficiently and without delay, that personnel are familiar with and adhere to regulations, and that any irregularities which may exist are corrected.

#### 5001. AUDITS AND INSPECTIONS OF MILITARY POST OFFICES

1. Per the provisions outlined in reference (a), Vol I, the Consolidated Postal Officer or a properly designated inspector will conduct an unannounced inspection and audit of accountable postal effects and monies, including stamp fixed credit, money order funds and money orders, and verify the accuracy of all administrative records. The audit shall cover all business transacted since submission of the last report of Inspection of Postal Clerk's Accounts.
2. Audits and inspections of Military Post Offices shall be conducted at no set time and without prior notice to Military Postal Clerks or other personnel having custody of postal funds. Officers conducting audits and inspections shall be familiar with the sources of information and instructions contained in Vol I of 4525.6-M and this Manual.
3. Care shall be taken that inspections are strict, thorough, and accurate since the performance of the inspection may result in the discovery of irregularities and embezzlement by postal personnel.
4. USPS Inspectors, upon proper identification, are authorized to conduct inspections and audits of Military Post Offices. All personnel of this Command shall offer complete cooperation to U.S. Postal Inspectors.
5. Additional audits and inspections of Military Post Offices may be ordered when it is considered necessary or desirable.
6. Military postal clerks in charge of unit post offices will conduct unannounced audits of postal clerks' accounts. Audits will be recorded on PS Form 3368 (Fixed Credit Inventory Record). Audit work sheets shall be retained for review by the Consolidated Postal Officer or his assistant until the next regular audit and inspection and then destroyed. Overages and shortages that are not within the established tolerance standards will be immediately reported to the Consolidated Postal Officer (Attn: COPE).

7. Military postal clerks in charge will immediately notify the COPE of any overages or shortages in funds derived from the daily sale of money orders.

5002. MAIL ROOM INSPECTIONS

1. The Consolidated Postal Officer or his designated representative will inspect all established mail rooms within the Camp Lejeune complex at least quarterly. The inspection results shall be reported to the unit commanding officer via that officer's major command headquarters (Inspector).
2. Unit mail rooms will be rated as either mission capable or non-mission capable. Each mail room will be evaluated on its own merits and marked accordingly. All reports of mail room inspections shall be reviewed and the evaluation approved by the Consolidated Postal Officer or his designated representative.
3. If available, the unit commanding officer will be briefed by the Postal Inspector immediately upon completion of all inspections. The executive officer, adjutant, or unit postal officer will be briefed if the commanding officer is not available. The commanding officer or executive officer will be briefed on all inspections resulting in a rating of Non-Mission Capable, unless both are unavailable due to TAD, leave, etc. If necessary, the Postal Inspector will make an appointment to conduct this brief at the earliest possible time after the inspection.
4. Commanding officers shall submit a report of corrective action taken on all discrepancies noted when the inspection results in a rating of Non-Mission Capable. Commanding officers will submit the report of corrective action to their respective major command headquarters (Inspector), with a copy to the Consolidated Postal Officer, not later than 30 working days after the date of receipt of the inspection report.
5. Non-graded, courtesy inspections may be scheduled for those units returning from extended deployments by contacting the Consolidated Postal Officer (Postal Inspector). These courtesy inspections will not normally be offered to non-deploying units.

SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

CHAPTER 6

POSTAL LOSSES AND OFFENSES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL -----	6000	6-3
DEFINITION -----	6001	6-3
NOTIFICATION UPON DISCOVERY -----	6002	6-4
INVESTIGATIVE ACTION -----	6003	6-4
SUBMISSION OF DOCUMENTS -----	6004	6-4
PUNITIVE ACTION -----	6005	6-4



# SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

## CHAPTER 6

### POSTAL LOSSES AND OFFENSES

6000. GENERAL. The proper use of postal effects and supplies and the protection and timely transmission of mail are essential elements of an effective and efficient postal system. The administration of the Consolidated Military Post Office must focus on maintaining these elements in accordance with the USPS/DoD Postal Agreement and with service standards established by the DoD. Any incident of known or suspected postal offenses or losses shall be investigated in the most vigorous and expeditious manner.

#### 6001. DEFINITION

1. Postal offenses are occurrences which violate laws, agreements, or USPS and DoD regulations, and that jeopardize the security of mail, postal effects, and other USPS/DoD property. These offenses include, but are not limited to, the following:

a. Theft, destruction, manipulation, misappropriation, or embezzlement of postal funds, blank money orders, money order imprinters, mail keys, stamps, and stamped paper, including meter postage or postmarking devices.

b. Altering, counterfeiting, forging, or fraudulently passing money orders and other postal paper.

c. Mailing of illegal drugs, pornographic, or other prohibited matter.

d. Loss, theft, rifling, delay, damage or destruction, wrongful delivery, or interception of mail while under the jurisdiction or custody of the Military Postal Service at all levels.

e. Alteration, destruction, or other unauthorized disposition of postal records.

f. Use of mails to defraud.

g. Robbery, burglary, or forceful entry of military postal activities or USPS facilities located on military installations operated by military personnel.

h. Abuse or unauthorized use of MPO privileges.

i. Misuses of DoD official indicia, stamps, and postage meters.

2. Postal losses, such as shortages in stamp stock accounts when immediate restitution is made, missing money order vouchers, etc., discovered during the course of normal events or routine audits are not required to be reported as a postal offense unless criminal intent is suspected.

6002. NOTIFICATION UPON DISCOVERY. Upon discovery of a confirmed or suspected postal offense, or loss, or of any irregularity pertaining to the mail, mail equipment, mail keys, money order forms or postal funds which are in military custody for transmission, delivery, or use; the following action shall be taken:

1. Any person making such discovery shall immediately inform the commanding officer, who shall telephonically notify the Consolidated Postal Officer. Personnel discovering such offenses should be instructed not to report suspected violations to mail clerks/orderlies or postal clerks as this procedure may forewarn the individual responsible for the violation and hinder any subsequent investigative efforts.
2. Certain incidents as outlined in reference (c), Vol I, Chapter 14 require an immediate message be sent to the Executive Director, Military Postal Service Agency (MPSA). It is of utmost importance that all known and suspected irregularities be reported to this Headquarters (Consolidated Postal Officer), without delay.
3. In the event that a post office or mail room is discovered unsecured, the person making the discovery shall immediately isolate the area, permitting no one to compromise the area by entering therein until the arrival of the Consolidated Postal Officer/Unit Postal Officer or their representative, as appropriate.

6003. INVESTIGATIVE ACTION

1. The Consolidated Postal Officer or a direct representative, upon being notified, will make a determination whether investigative assistance is required or if investigative action should be initiated by the activity concerned.
2. In the event investigative assistance is required, the Consolidated Postal Officer will initiate action to obtain such assistance from the appropriate investigative agency.

6004. SUBMISSION OF DOCUMENTS. Commanding officers will ensure that two copies of all pertinent documents concerning postal violations and investigations are immediately forwarded to the Consolidated Postal Officer. Such documents will include, but are not limited to, correspondence pertaining to the incident, reports of investigation, final disposition of the case and, when applicable, a report of disciplinary action taken against the offender(s).

6005. PUNITIVE ACTION

1. The following information has been extracted from the table of Maximum Punishments, Manual for Courts-Martial, U.S. 1984, for the purpose of impressing upon all members of this command the severity of punishments that may be imposed for offenses against the mails:



a. Article 134 UCMJ

b. Offenses: Wrongly taking, opening, abstracting, secreting, destroying, stealing or obstructing mail matter while in the custody of any other agency or not yet delivered or received. Depositing or causing to be deposited obscene or indecent matter in the mails.

c. Punishments: Dishonorable discharge, forfeiture of all pay and allowances and confinement at hard labor not to exceed five years.

2. In addition, personnel committing offenses against the U.S. Mails are subject to prosecution for violation of Title 18 U.S. Code and may be prosecuted by Federal courts.



SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

CHAPTER 7

MAIL ROOM OPERATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL -----	7000	7-3
MAIL ROOMS -----	7001	7-3
SECURITY/ACCESS TO THE MAIL ROOM -----	7002	7-4
MAIL ROOM KEYS/COMBINATIONS -----	7003	7-4
DEFINITION OF A MAIL CLERK -----	7004	7-6
DEFINITION OF A MAIL ORDERLY -----	7005	7-6
APPOINTMENT OF MAIL CLERKS/ORDERLIES -----	7006	7-6
TRAINING OF MAIL CLERKS/ORDERLIES -----	7007	7-7
RELIEF/REVOCATION OF MAIL CLERKS/ORDERLIES -----	7008	7-8
RESPONSIBILITIES OF MAIL CLERKS -----	7009	7-8
RESPONSIBILITIES OF MAIL ORDERLIES -----	7010	7-10
SECURITY AND TRANSPORTATION OF MAIL, AND PROTECTION OF POSTAL RECORDS -----	7011	7-10
DELIVERY OF ORDINARY PERSONAL MAIL -----	7012	7-11
DELIVERY OF PERSONAL ACCOUNTABLE MAIL -----	7013	7-11
HANDLING AND DELIVERY OF OFFICIAL MAIL -----	7014	7-12
INSTRUCTIONS FOR THE USE OF CHANGE OF ADDRESS CARDS -----	7015	7-14
DIRECTORY FILE SYSTEM -----	7016	7-14
PROCESSING OF MAIL BY CATEGORY OF ADDRESSEE -----	7017	7-15
MISCELLANEOUS INSTRUCTIONS -----	7018	7-17
PREPARATION OF MAIL TO BE RETURNED TO THE POST OFFICE -----	7019	7-18
FIGURE		
7-1 MAIL ORDERLY STATEMENT OF UNDERSTANDING -----		7-19



# SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

## CHAPTER 7

### MAIL ROOM OPERATIONS

#### 7000. GENERAL

1. The purpose of mail room service is to provide for the prompt and efficient delivery of official and personal mail within a unit and provide mail directory service for personnel assigned to the unit.
2. Mail room service is considered an integral part of the Military Postal System in accomplishing the handling and delivery of U.S. Mail aboard this installation.

#### 7001. MAIL ROOMS

1. A mail room is a room, enclosure, or any other secure area which serves as a place for unit mail clerks to handle, process, and deliver mail properly and efficiently, and for the temporary storage of undeliverable mail. Mail rooms shall not be referred to as post offices. Mail rooms will be maintained by mail clerks in a neat, clean, and orderly condition at all times. Only mail, mail records, and essential supplies, equipment, and furniture will be maintained in the mail room. Mail rooms will not be used to store personal belongings or serve as living quarters.
2. In the absence of a room or screened enclosure, anchored and lockable receptacles may be utilized for the security of mail. U.S. Mail will be retained under lock at all times during the absence of responsible mail clerks/orderlies.
3. While in garrison, establishment of unit mail rooms is restricted to those organizations/activities possessing unit diary capability. Likewise, all organizations/activities possessing unit diary capability are required to formally establish and maintain a functional unit mail room. Any requests for exceptions to this policy must be submitted to this Headquarters (Consolidated Postal Officer) in writing with justification for the request.
4. Under no circumstances will the mail room be used for any purpose other than the processing of U.S. Mail. Guard mail, LES's, W-2's, and similar administrative correspondence will not be processed or stored in the mail room or intermingled with U.S. Mail. Likewise, articles shipped through Federal Express, United Parcel Service, and other independent shipping companies are not considered U.S. Mail and will not be processed or stored in the mail room.
5. The following publications and documents will be maintained in all unit mail rooms at all times:
  - a. Current copies of DoD 4525.6-M Vol II, DoD 4525.8-M, MCO P5110.4, MCO P5110.5, MCO P5110.6, OPNAVINST 5112.6, and BO 5110.6.
  - b. A copy of this Manual.
  - c. A copy of the unit mail handling order.
  - d. Signed copies of current letters of appointment for the unit postal officer and assistant unit postal officer. All previous letters of appointment will be considered voided or superseded by the current letters and shall be kept on file in the mail room for two years.
  - e. A copy of all current DD Forms 285 appointing mail clerks/orderlies.
  - f. The signed original Mail Orderly Statement of Understanding (MCBCL 5119/10) for each appointed section mail orderly within the unit. These signed

originals shall be maintained on file in the unit mail room for two years from the date of relief/revocation of the mail orderly.

g. A copy of all weekly mail room inspections conducted during the previous six months by the unit postal officer or appointed assistant.

h. Monthly/quarterly mail room inspection reports conducted by the Consolidated Postal Officer or his designated Postal Inspectors during the previous six months.

i. The signed original of the Commanding Officer's current letter of authorization to receipt for and open all official mail addressed to the commanding officer. All previous letters of authorization will be considered voided or superseded by the current letter and will be maintained on file in the mail room for two years. A battalion-sized mail room shall maintain on file a letter of authorization published by the battalion commander and separate letters of authorization for each of the company commanders whose units do not operate a separate mail room.

j. PS Form 3883 (Accountable Mail Delivery Book) and all prior PS Forms 3883 that have been used to record delivery of official accountable mail during the preceding two years.

k. The Mail Orderly Receipt Log used to record delivery of ordinary (non-accountable) mail during the preceding six months.

l. A Mail Directory File Card will be maintained for each individual currently assigned to the unit as required by MCO P5110.6 and Vol II of DoD 4525.6-M. Refer to paragraph 7016 of this Manual for instructions on maintaining Mail Directory File Cards.

m. Copies of unit diaries and other source documents (i.e. morning reports) used during the previous six months to maintain the Mail Directory File.

n. Leave papers for personnel currently in a leave status.

o. The mail room key control log.

6. All empty mail bags, letter trays, flat tubs, and rubber bands will be returned to the serving post office on a daily basis.

#### 7002. SECURITY/ACCESS TO THE MAIL ROOM

1. The space identified for use as the unit mail room must provide for adequate security of U.S. Mail and associated postal records. All mail rooms shall be constructed in accordance with the criteria established in DoD 4525.6-M, Vol II, Chapter 3.

2. The only personnel authorized to enter the unit mail room are the commanding officer, executive officer, unit postal officer, assistant unit postal officer, mail clerks assigned to the mail room, the Consolidated Postal Officer, USMC Postal Inspectors on inspections or official visits, USPS Postal Inspectors, and working parties in the presence of the mail clerk. Working parties shall be closely supervised while in the mail room. Section mail orderlies are not allowed access to the unit mail room.

7003. MAIL ROOM KEYS/COMBINATIONS. In order to preserve the security of U.S. Mail and postal records contained in the unit mail room, it is vital that control of, and access to, mail room keys or combinations be strictly and absolutely controlled. Unit postal officers shall be responsible for controlling all keys or combinations to the unit mail room, as outlined in the following:

1. Use of combination style locks on unit mail rooms, while authorized, is not recommended as it is impossible to know with any certainty, whether the combination to such a lock has been compromised. If a combination lock is used, only one individual (the primary mail clerk) may have knowledge of the combination. This is considered critical to proper security of the mail room. A written record of this combination must be carefully sealed in an envelope and maintained by the unit postal officer in the same manner as described below for duplicate mail room keys. No other written record of this combination may be made. Mail room combinations must be changed upon the following occasions:

- a. Assignment of a new primary mail clerk, even on a temporary basis,
- b. Whenever the combination is known or suspected to have been compromised,
- c. Whenever the "duplicate" combination is used to open the unit mail room,
- d. At least every six months,
- e. Whenever the unit commander or unit postal officer may so direct.

2. If keyed locking devices are used, no more than two keys for each lock on the unit mail room door shall be made/maintained, and no other "master key" may open the unit mail room. Mail room keys shall be strictly controlled in accordance with references (c), Vol II and (i), and the following:

a. The original key shall be issued to the primary mail clerk, who shall maintain strict control of this key and allow no one to have access to it at any time. Only the commanding officer, executive officer, unit postal officer, assistant unit postal officer, and the unit's appointed mail clerks shall be authorized to sign for, or have access to, the key to the unit mail room. No other personnel, including section mail orderlies, are authorized to sign for, or have access to, the mail room key for any reason. A key log shall be maintained to keep track of initial mail room key assignment, and all changes of custody of the mail room key between authorized personnel. An entry shall be made in this key log each time custody of the key changes for any purpose or any length of time. Mail room key logs will be maintained in the unit mail room and will contain the following information at a minimum:

- (1) Date and time of assignment or change of key custody,
- (2) Printed name and legible payroll signature of the individual accepting custody of the key,
- (3) Billet title of the individual accepting custody of the key,
- (4) DD Form 285 Card Number (if applicable),
- (5) Initials of the individual who is relinquishing custody of the key,
- (6) Initials of the supervisor authorizing the change of custody. The only personnel who may authorize changes of mail room key custody between mail clerks are the unit postal officer, assistant unit postal officer, executive officer, and commanding officer.

b. The duplicate key (or combination, as appropriate) shall be sealed inside PS Form 3977 (Duplicate Key Envelope) and kept secured in a safe controlled by the unit postal officer and assistant unit postal officer. Supplies of PS Form 3977 are available through the serving military post office at no cost to the unit. If PS Form 3977 is unavailable, a standard postal envelope may be used on a temporary basis, as long as it meets the following design criteria:

- (1) Window envelopes shall not be used.

(2) Envelopes must be of a design quality that will prevent undetected tampering along any seam without noticeable damage, and cellophane tape must be placed along each seam of the envelope to include the back flap, once the combination or key is sealed inside.

(3) Envelopes must be of a thickness that will prevent combinations from being read through the envelopes themselves.

c. When sealing duplicate keys or combinations inside PS Form 3977 or other envelopes, two party integrity must be maintained at all times. The two personnel who actually seal the key or combination inside the envelope shall sign across the back flap once the envelope is sealed, making sure the edge of the sealed flap bisects the entire length of their signatures. Cellophane tape will then be placed on top of the two signatures, the entire length of the sealed flap seam, and along all other seams of the envelope to prevent tampering. Only the unit commander, executive officer, the designated unit postal officer, assistant unit postal officer, and unit mail clerks are authorized to seal mail room keys and combinations inside envelopes; and at least one of these must be either the commanding officer, executive officer, unit postal officer, or assistant unit postal officer.

d. Should it be necessary for the unit postal officer to use the duplicate key to open the unit mail room, an entry must be made in the mail room key log to reflect this fact. The duplicate key must then be resealed in a new envelope, following the steps outlined above. Original and duplicate keys should be exchanged at least every six months, to ensure even wear and that both remain functional.

e. Whenever any mail room key or combination is lost or otherwise compromised, the lock/combination must be changed immediately to prevent possible unauthorized access to the unit mail room.

#### 7004. DEFINITION OF A MAIL CLERK

1. A mail clerk is an individual appointed by the unit postal officer to receive, process, and deliver incoming and outgoing mail and to perform directory service at the unit mail room.

2. Mail clerks are not considered as military postal clerks and will not be referred to as such, or classified with MOS 0161.

3. Mail clerks are not authorized to transact official postal financial business.

7005. DEFINITION OF A MAIL ORDERLY. A mail orderly is an individual assigned by a section and appointed by the unit postal officer to handle and deliver incoming mail for his/her section.

#### 7006. APPOINTMENT OF MAIL CLERKS/ORDERLIES

1. Unit postal officers or assistant unit postal officers will appoint no less than two mail clerks to operate their unit mail room. At least two mail orderlies will be appointed for each section within the unit for the purpose of delivering mail to section personnel. All personnel appointed as mail clerks/orderlies must be of trustworthy and reliable character and meet all other qualifications established by reference (c), Vol II.

2. Unit postal officers and assistant unit postal officers will use DD Form 285 and DD Form 2260 to designate all mail clerks/orderlies prior to their assuming mail handling duties. For the purpose of legibility and clarity of information, all DD Forms 285 and DD Forms 2260 shall be typewritten, and shall be otherwise



prepared, processed, and maintained in accordance with reference (i). Block 9 of all DD Forms 285 issued to mail clerks shall be marked and initialed to indicate authorization to receipt for "Personal, Except Accountable" and "Official, All." Block 9 of all DD Forms 285 issued to mail orderlies shall be marked and initialed to indicate authorization to receipt for "Personal, Except Accountable" and "Official, Except Accountable." No other variations to this are authorized.

3. Personnel appointed as unit mail clerks shall not be of a transient nature. Unit postal officers shall make every effort to appoint personnel to these critical billets for at least 6 months to allow for maximum continuity of mail room procedural experience.

#### 7007. TRAINING OF MAIL CLERKS/ORDERLIES

1. Commanding officers and their appointed unit postal officers are responsible for ensuring that all personnel appointed to serve as unit mail clerks and section mail orderlies receive adequate training prior to assuming mail handling duties. Additionally, commanders must ensure that supplemental or remedial training is provided, as necessary, to ensure they maintain or improve their proficiency.

2. Immediately upon appointment, but prior to assuming mail handling duties, all personnel appointed to serve as unit mail clerks shall be required to attend the Mail Clerk Training Class taught each month at the Consolidated Post Office (Bldg 1770). This course of instruction is designed to teach the basic duties and responsibilities of unit mail clerks, the requirements/procedures of operating a unit mail room and providing efficient mail room service. Newly appointed unit postal officers and assistant unit postal officers are strongly encouraged to attend this class immediately upon appointment to gain a basic knowledge of mail room operations and the duties of their appointed mail clerks. Attendance of this class by mail clerks, although mandatory, does not relieve commanding officers of the responsibility for ensuring that all appointed mail clerks are thoroughly familiar with their assigned duties. To schedule mail clerks for attendance in the Mail Clerk Training Class, unit postal officers must contact the Consolidated Postal Officer (Postal Inspector Section).

3. Commanding officers and their appointed unit postal officers are individually responsible for the training of all their appointed mail orderlies. To ensure mail orderly training is standardized, complete, and appropriately documented, MCBCL Form 5119/10 (shown as figure 7-1) shall be used by all commands who appoint mail orderlies. Training of mail orderlies shall be conducted as described below:

a. Immediately upon appointment, but prior to assuming any mail handling duties, all personnel appointed to serve as mail orderlies shall receive a thorough training brief from the unit postal officer or assistant unit postal officer with regard to their specific duties and responsibilities as mail orderlies.

b. They shall then be required to carefully read and sign one copy of MCBCL Form 5119/10 (Mail Orderly Statement of Understanding), indicating that they have received such a training brief, and that they fully understand their duties and responsibilities as outlined therein. The unit postal officer/assistant postal officer shall witness the mail orderly's signature and certify such by jointly signing in the space provided.

c. The signed original MCBCL Form 5119/10 for all appointed mail orderlies shall be maintained on file in the unit mail room for two years from the individual's date of relief/revocation as a mail orderly, and then destroyed.

d. Each newly appointed mail orderly shall be provided with a second copy of MCBCL Form 5119/10 at the completion of the unit postal officer's brief. Mail

orderlies should be strongly encouraged to retain this second copy for use as a guide in the daily performance of their duties.

e. MCBCL Form 5119/10 is available through all military post offices in packages of 100. Local reproduction of this form through the Defense Printing Service is authorized; however, a copy of all DD Forms 844 requesting such reproduction shall be submitted to this Headquarters (Forms Control Officer).

#### 7008. RELIEF/REVOCATION OF MAIL CLERKS/ORDERLIES

1. Upon revocation or relief of an appointed mail clerk, the effective date of relief/revocation shall be entered onto the DD Form 2260 (Unit Mail Clerk/Orderly Appointment Log) and all copies of the DD Form 285, except the serving post office copy, shall be recovered and destroyed by the unit postal officer. The unit postal officer shall then immediately notify the Consolidated Postal Officer of the effective date of revocation in writing. All DD Forms 2260 shall be retained for 2 years after the last entry on the log has been revoked.

2. Upon revocation or relief of an appointed mail orderly, the effective date of relief/revocation shall be entered onto the DD Form 2260 and all copies of the DD Form 285 shall be recovered and destroyed by the unit postal officer. There is no requirement to notify the Consolidated Postal Officer of the relief/revocation of mail orderlies.

3. In all cases where mail clerks/orderlies are relieved/revoked for cause or due to an incident or offense which would constitute a breach of integrity or would otherwise cast doubt upon their trustworthiness, commanders must document such revocation on the administrative remarks page of the individual's service record. Such information will prove useful to future commanders and ensure that the individual is not assigned to duties involving mail handling/processing in the future. An example of such an entry is shown in the following:

"Date: Relieved from all duties as a Unit Mail Clerk for cause this date. This action is taken as a result of NJP on 950113 for violation of Article 121, UCMJ. DoD 4525.6-M, Vol I prohibits the assignment of personnel of questionable integrity to duties involving mail handling/processing."

7009. RESPONSIBILITIES OF MAIL CLERKS. Mail clerks shall be responsible for the daily operation of the unit mail room. They shall ensure that the unit mail room functions efficiently and is operated and maintained in strict compliance with all applicable directives. Specific duties and responsibilities of mail clerks are contained in references (c), Vol II; and reference (i). Responsibilities listed in this Manual are in addition to or in amplification of those contained in other references. Responsibilities of mail clerks will include, but are not limited to, the following:

1. Thoroughly familiarize themselves with all applicable references pertaining to their duties and those of the unit's appointed mail orderlies.

2. Keep the unit postal officer advised and informed on all matters affecting the efficient and proper operation of the unit mail room.

3. Attend the Mail Clerk Training Class immediately upon appointment and prior to assuming or participating in any mail handling duties.

4. Ensure that access to the unit mail room is strictly limited to those personnel listed in paragraph 7002 of this Manual, and that all personnel who enter the mail room are properly identified and closely supervised.

5. Maintain strict and absolute control/accountability of the original key (or combination, if applicable) to the mail room, and allow no one to have access to the key/combination for any purpose, unless authorized by paragraph 7003 of this Manual.
6. Ensure that all changes of custody of the original mail room key are properly logged into the mail room key control log as required by paragraph 7003 of this Manual.
7. Mail clerks must ensure that they have their DD Form 285 (Mail Clerk Appointment Card) and military ID card in their possession at all times when performing mail handling duties. If the mail clerk's DD Form 285 becomes lost, stolen, or unservicable, this fact shall be reported to the unit postal officer immediately. Mail clerks must never allow other individuals to have access to their DD Form 285 for any purpose.
8. Report to the unit's serving military post office every workday to receipt for mail for the unit. Hours for mail call at military post offices shall be established by the Consolidated Postal Officer and posted at each postal facility.
9. Handle all official mail in a safe and secure manner at all times, and ensure prompt, efficient, and proper processing and delivery in strict compliance with applicable directives and paragraph 7014 of this Manual.
10. Handle all personal mail in a safe and secure manner at all times, and ensure prompt, efficient, and proper processing and delivery is in strict compliance with applicable directives and this Manual.
11. Maintain a Mail Orderly Receipt Log to include the following information:
  - a. Date and time section mail orderlies received mail for the section.
  - b. DD Form 285 card numbers and signatures of each mail orderly to whom mail is issued each day.
  - c. The section for which the mail orderly is receiving mail.
  - d. If mail is not delivered to an entire section within the unit (except on weekends, holidays, and other non-work days) due to the mail orderly's failure to pick up mail, the mail clerk shall indicate this on the Mail Orderly Receipt Log and immediately notify the unit postal officer by the end of the work day.
12. Immediately backstamp all mail upon receipt by stamping the date of receipt on the reverse (non-address) side with a date stamp.
13. Check the date stamped on the back of all mail being returned to the mail room to determine if section mail orderlies are retaining mail outside the mail room overnight. When it is determined that mail is being wrongfully retained overnight by the section mail orderlies, the unit mail clerk will immediately back stamp each piece with the current date and notify the unit postal officer so that appropriate action can be taken.
14. Instruct all newly arrived personnel to check with the Consolidated Post Office (Bldg #1770) for any mail being held for them.
15. Maintain an accountable mail log using PS Form 3883 (Accountable Mail Delivery Book) recording all accountable mail received from the post office and to whom the accountable mail was delivered. Instructions and regulations established by Chapter 4 of reference (i) for maintaining the Accountable Mail Log will be followed.

16. Return undeliverable official accountable mail to the serving post office before the close of business on the same day as received. **Official accountable mail may not be retained overnight in the mail room.**
17. Deliver PS Form 3849 (Delivery Notice or Receipt of Accountable Mail) to mail orderlies and return undeliverable PS Forms 3849 to the serving post office with the reason for non-delivery (e.g., leave, TAD, transferred, UA, etc.).
18. Ensure that DD Form 1115 (Mail Room No Admittance) is completed to show the hours of mail call and is attached to the outside of the mail room door.
19. Keep the Mail Directory File current by promptly recording all changes in personnel status affecting mail delivery. Unit diaries are to be screened on a daily basis for information affecting mail delivery. Orders, rosters, change of address cards, check in/out sheets, leave papers, and other legitimate sources of information may be used as source documents for keeping the Mail Directory File current.
20. Immediately report any known or suspected postal offenses and irregularities to the unit postal officer or the commanding officer.

7010. RESPONSIBILITIES OF MAIL ORDERLIES. Mail orderlies serve as the final echelon of the Military Postal Service and shall be responsible for the prompt, efficient, and proper delivery of all mail addressed to the members of their specific work section. Specific duties and responsibilities of mail orderlies are listed in MCBCL Form 5119/10 (shown as Figure 7-1).

7011. SECURITY AND TRANSPORTATION OF MAIL, AND PROTECTION OF POSTAL RECORDS

1. Mail clerks/orderlies shall handle the U.S. Mail entrusted to them in a safe and secure manner at all times. Mail clerks/orderlies will be held responsible for any loss or damage caused by their failure to properly handle and deliver mail entrusted to them. Specifically, they must:
  - a. Handle/transport mail in a safe and secure manner until proper delivery has been accomplished.
  - b. Carefully guard all mail in their custody against loss, theft or damage, and prevent access to the mail in their custody by unauthorized individuals. U.S. Mail must never be left unattended.
  - c. Never transport mail in a privately-owned vehicle (POV) except in emergency situations with specific, prior approval of the unit postal officer, assistant unit postal officer, or commanding officer; and then they are required to travel, in the most direct route possible, between the serving post office, unit mail room, and/or their work section (as appropriate) to process/deliver all mail in their possession. When it is necessary for a mail clerk to utilize a POV to transport mail, the unit postal officer/assistant postal officer or the commanding officer shall request approval for use of a POV from their serving postal activity.
2. Mail shall be transported in a lockable, closed bodied or covered vehicle if at all possible. If such a vehicle is unavailable and mail must be transported in an open vehicle, the mail clerk/orderly shall ride in the open back of the vehicle with the mail to ensure that none is removed by unauthorized persons or lost in transit. Mail clerks/orderlies shall never leave mail unattended in a vehicle or intermingle mail with personal effects or other cargo.
3. During inclement weather, mail clerks/orderlies shall take all necessary precautions to protect the mail from water damage. Plastic bags or waterproof containers shall be used to cover/protect the mail from water damage, as U.S. Mail

bags are not water-proof. Additionally, dunnage should be used in the bed of the vehicle whenever there is any possibility that mail may be damaged by dampness or standing water.

4. Mail clerks/orderlies must never violate the sanctity or private nature of U.S. Mail and postal records. Specifically, they must never:

- a. Break or allow to be broken the seal of any mail matter.
- b. Read or allow others to read magazines, newspapers, or other mail matter addressed to the members of their unit/section.
- c. Remove stamps or other forms of postage from the mail entrusted to them for delivery.
- d. Make any record, written or otherwise, of any information contained on any piece of mail (originators name, return address, etc.) for any purpose.
- e. Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. Mail clerks/orderlies shall refer all inquiries and requests for such information to their unit postal officer.

7012. DELIVERY OF ORDINARY PERSONAL MAIL

1. Mail clerks/orderlies will handle and deliver personal mail in compliance with Vol II of reference (c) and (i), and this Manual. Mail clerks/orderlies shall deliver, or attempt to deliver, all personal mail directly to the individual it is addressed to on the date of receipt. Personal mail must never be left on racks, placed under doors, in or on desks, sent through guard mail, etc., in order to effect delivery. Likewise, personal mail may not be given to the addressee's NCOIC, roommate, squad leader, or any other individual for subsequent delivery to the addressee unless that individual has been authorized by the addressee in writing to receipt for mail on his/her behalf. Proper delivery occurs when custody of a piece of personal U.S. Mail is directly passed from the hand of the appointed Mail Clerk/Orderly to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.

7013. DELIVERY OF PERSONAL ACCOUNTABLE MAIL

1. Accountable mail is express, registered, certified, and numbered-insured. Unnumbered insured articles are not considered to be "accountable" and will be handled/delivered in the same manner as ordinary mail. Mail clerks/orderlies are not authorized to receipt for, handle, or deliver personal accountable mail; therefore, any such mail that they may inadvertently receive from the post office/mail room (as appropriate) shall be immediately returned to the serving post office for proper processing and delivery to the addressee.
2. All personnel must receipt for their personal accountable mail, directly from their serving post office. Personnel in receipt of personal accountable mail will be notified by the serving post office through the use of PS Form 3849 (Notification of Personal Accountable Mail).
3. PS Forms 3849 shall be prepared by the serving post office and delivered to the unit mail clerk along with the unit's mail. PS Forms 3849 must be handled and delivered, through the addressee's section mail orderly, in the same manner as personal mail with regard to security and delivery procedures.
4. Whenever PS Forms 3849 are undeliverable by reason of the addressee being on leave, or otherwise permanently or temporarily absent from the unit, suitable notation shall be made on the reverse side of the form to indicate the reason for non-delivery (e.g., "Addressee on leave until (Date)."). The mail clerk will

then place his legible payroll signature, DD Form 285 card number, and the current date adjacent to the reason for non-delivery and return it to the serving post office. PS Forms 3849 shall not be forwarded to transferred personnel under any circumstances.

7014. HANDLING AND DELIVERY OF OFFICIAL MAIL

1. Official mail, as defined in paragraph 4001 of this Manual, shall be handled, processed, and delivered in strict compliance with this paragraph.

2. Official mail, like personal mail, can be divided into two types; accountable and ordinary. All official mail sent or received as Express, Registered, Certified, Numbered-Insured, or Return Receipt for Merchandise is considered "accountable," and must be covered by a continuous chain of receipts until proper delivery has been effected. All other official mail is considered "ordinary."

3. For the purposes of handling/delivery, mail clerks/orderlies must understand that each of these two types of official mail (accountable and ordinary), is sub-divided into two categories as described in the following:

a. Category 1: Official mail which, because it is addressed to an individual by their name (or rank and name) only and whose delivery address does not contain a billet/duty title, was intended for delivery to a specific individual only and must be handled and delivered in the same manner as personal mail. An example of this is a Master Brief Sheet mailed by HQMC to a specific individual. Although technically considered official mail by strict definition, it relates to the private, personal business of the addressee only and it must, therefore, be delivered directly to the addressee, or forwarded if the addressee has transferred.

b. Category 2: Official mail which, because it is addressed to a commanding officer or to any member of his staff/organization by their billet/duty title (or a combination of their name and billet/duty title), must be delivered directly to the unit commander or to an individual which the commanding officer has authorized in writing to receipt for such mail. **Important Note:** Although a piece of official mail is addressed to an individual by their billet/duty title (such as Adjutant or Supply Chief), the unit commanding officer is considered to be the true addressee, and not the individual whose billet/duty title (or name and billet/duty title) is included in the delivery address. For that reason, official mail which may be addressed to the "Facilities Chief" (for example) may not be delivered to that individual, unless he is specifically named on the commanding officer's most current letter of authorization. It must first be properly delivered to an authorized individual, at which time it will have exited the Military Postal System, lost its character as mail, and become "matter" or "correspondence." It may then be routed to the Facilities Chief.

4. Delivery of official mail shall be accomplished in strict compliance with the following:

a. For "Ordinary" Official Mail in Category 1 Above: Mail clerks/orderlies will ensure prompt handling and delivery, directly to the addressee or to an individual whom the addressee has authorized in writing to receipt for mail. In all cases, this official mail will be handled, delivered, and/or forwarded in exactly the same manner as personal mail.

b. For "Accountable" Official Mail in Category 1 Above: Mail clerks/orderlies will ensure prompt delivery of PS Form 3849 (Notification of Personal Accountable Mail) directly to the addressee or return it to the serving post office, as described in paragraph 7013 of this Manual, if it is undeliverable.

c. For "Ordinary" Official Mail in Category 2 Above: Mail clerks must ensure prompt handling and delivery of this official mail directly to the appropriate

commanding officer or to an individual whose name is included on that commanding officer's **most current** letter of authorization to receipt for such mail. Mail clerks shall require all personnel who receipt for this type of official mail to present their valid military I.D. card to establish positive identification, and ensure the individual is listed on the commanding officer's **most current** letter of authorization, prior to delivery of the mail. Personnel who receipt for this type of official mail, shall be required to sign and date the Mail Orderly Receipt Log, as evidence of receipt. Mail orderlies are not authorized to handle or deliver this type of official mail unless they have been specifically named in the commanding officer's most current letter of authorization to receipt for such mail. **Important Note:** Once this type of official mail has been properly delivered to the commanding officer or his authorized agent (as described above), it is no longer considered "mail" and may be handled and "distributed" accordingly. Therefore, at the discretion of the unit commanding officer, it is recommended that this type of official mail be delivered in bulk to a single authorized individual each day (such as the unit official mail manager) who may open and/or make distribution as appropriate, through the unit's command mail center.

d. For "Accountable" Official Mail in Category 2 Above: Because official accountable mail routinely contains controlled, sensitive, high-value, or classified matter, it is considered critical that it be handled and delivered, in strict compliance with all applicable references, and the following:

(1) At the serving post office, mail clerks will sign for their unit's official accountable mail on PS Form 3883 (Accountable Mail Delivery Book), after presenting their valid military I.D. card and DD Form 285 card indicating authorization to receipt for "Official (All)".

(2) In the unit mail room, mail clerks shall prepare this mail for delivery, by carefully and legibly listing all official accountable mail in the PS Form 3883. Instructions, regulations, and procedures established by MCO P5110.6A for completing and maintaining the PS Form 3883 shall be strictly adhered to.

(3) Mail clerks must ensure secure handling and prompt delivery of all official accountable mail directly to the appropriate commanding officer or to an individual whose name is included on that commanding officer's **most current** letter of authorization to receipt for such mail. Mail clerks shall require all personnel who receipt for this type of official mail to present their valid military I.D. card to establish positive identification, and ensure the individual is listed on the commanding officer's **most current** letter of authorization, prior to delivery of official accountable mail. Personnel who receipt for official accountable mail shall be required to **legibly** sign and date the PS Form 3883, to officially document proper delivery of each item listed therein. Mail orderlies **are not** authorized to receipt for official accountable mail, unless they have been specifically named in the commanding officer's most current letter of authorization to receipt for such mail. **Important Note:** Once this type of official mail has been properly delivered to the commanding officer or his authorized agent (as described above), it is no longer considered "mail" and may be handled and "distributed" accordingly. Therefore, at the discretion of the unit commanding officer, it is recommended that this type of official mail be delivered in bulk to a single authorized agent each day (such as the unit official mail manager or classified material screening point) who may open and/or make distribution as appropriate through the unit's command mail center.

(4) Official accountable mail may not be retained in the unit mail room overnight; therefore, all undeliverable official accountable mail must be returned to the serving post office before close of business hours. Whenever it becomes necessary to return undeliverable official accountable mail to the serving post office, a continuous chain of receipts shall be maintained using PS Form 3883.

7015. INSTRUCTIONS FOR THE USE OF CHANGE OF ADDRESS CARDS

1. Commanding officers shall require all personnel reporting in and detaching from the unit to report to the unit mail room for the completion of postal directory records and change of address cards.
2. Mail clerks will ensure that all personnel reporting into and departing from the unit are advised to notify their correspondents and publishers of their new mailing address. Notifications to publishers should be made four to six weeks prior to the date of transfer.
3. Mail clerks will require all individuals reporting into the unit to complete two change of address cards indicating their new mailing address and date of reporting. The mail clerk will send one card to the individual's former command and one to the Consolidated Post Office. The mail clerk will also complete the initial portion of the Directory File Card.
4. Mail Clerks will require all individuals being reassigned or transferred, to complete one change of address card indicating their new duty station and estimated date of arrival (EDA). The mail clerk will send this card to the individual's new command. The mail clerk will also complete the remaining sections of the individual's Directory File Card.

7016. DIRECTORY FILE SYSTEM

1. Units operating mail rooms are required to maintain a single mail directory file system in accordance with references (c), Vol II and (i). The purpose of the Mail Directory File System is to provide information for the proper and timely forwarding of mail for personnel attached to the unit and personnel who have transferred from the unit. The following instructions on the maintenance of the Mail Directory File System are in addition to, or amplification of, the information provided in Vol II of references (c) and (i).
2. The Mail Directory File System for unit mail rooms will consist of Mail Directory File Cards (NAVMC 10572) and change of address cards containing the required information. Directory File Cards will be arranged alphabetically by last name regardless of the grade or status of the addressee.
3. Mail clerks will fill out a Directory File Card on each individual checking into the activity. Each Directory File Card will record the individual's last name, first name, middle initial, grade, social security number, section or department, and previous mailing address. The unit diary and other sources of information will be used only as secondary sources of information.
4. When personnel check out of the unit mail room, the mail clerk will enter a complete military forwarding address and estimated date of arrival (EDA) or a complete home address on the individual's Directory File Card. The mail clerk will have the individual sign and date the Directory File Card in the appropriate blocks. The unit diary and other sources of information are only to be used as secondary sources of information.
5. Temporary changes in status (e.g., hospital, temporary duty away from the activity, unauthorized absence, etc.), together with the date of the change will be entered on all Directory File Cards. Upon the return of the individual to the activity, appropriate notation will be made, initialed, and dated. Leave entries are not required to be recorded. If mail is to be forwarded, a complete forwarding address will be recorded on the Directory File Card.
6. Discard dates will be recorded on all Directory File Cards of transferred personnel. Mail is to be forwarded for one year after the date of detachment. The discard date will be recorded in the space provided on the Directory File



Card. The discard date will be 13 months from the date of departure with the discarding of the Directory File Card occurring during the first week of the 13th month. For example, if an individual departs the activity during October 1994, the discard date for that Directory File Card would be November 1995. TAD and student personnel attached to the activity for six months or less, will receive mail forwarding service for three months. The discard date recorded on the Directory File Card will be the fourth month from the date of departure with discarding of the Directory File Card occurring during the first week of the fourth month.

7. Mail Directory File Cards will be maintained until the recorded discard date. During the first week of each month, Directory File Cards with discard dates of that month will be removed from the Mail Directory File and **completely destroyed**.

8. It is mandatory that all personnel check in/out with the unit mail room which will enable the mail clerk to maintain current mailing information and files.

9. When a change of address card from a transferred individual is received notifying the mail room of a new mailing address, the mail clerk will attach the change of address card to the front of that individual's Directory File Card. The change of address card will become a permanent part of the Directory File Card for that individual.

#### 7017. PROCESSING OF MAIL BY CATEGORY OF ADDRESSEE

1. Transferred Personnel. Mail clerks will readdress mail addressed to transferred personnel by drawing a single diagonal line through the incorrect portion of the address, taking care not to obliterate the addressee's name or the original address. The mail clerk will write the new forwarding address on the front (address side) of the article and circle it. The forwarding address will be written in a neat and legible manner and always include the city, state, and zip code. City names will never be abbreviated. The addressee's estimated date of arrival will be included on all mail being forwarded to a military address. Failure to include an EDA may cause the mail to be "Returned to Sender, Addressee Unknown." If addressee information is incomplete on the mail (e.g. first name, middle initial, last name, rank), the mail clerk will add the missing portions to assist in the future delivery.

2. Temporary Additional Duty (TAD). Mail for personnel who are TAD for 30 days or less will be held in the mail room for safekeeping until the addressee's return, unless forwarding has been specifically requested in writing by the individual or when TAD locations are within the Camp Lejeune Complex. Mail for personnel who are deployed shall be processed per Chapter 9 of this Manual. The mail room shall maintain official documentation showing TAD dates for all mail being held. Mail for personnel TAD in excess of 30 days will be forwarded until 2 weeks prior to the designated return date, unless the addressee has provided the mail room with written instructions to hold the mail until his return.

3. Leave. Mail addressed to personnel who are on leave will be held in the mail room for safekeeping until the addressee's return, unless the addressee has provided the unit mail room written instructions to forward mail. To facilitate the monitoring of leave mail, the unit mail room will be supplied copies of all leave papers. Copies of leave papers will be held until the addressee has returned from leave and the mail properly delivered. Mail clerks must be kept informed of all authorized leave extensions.

4. Unauthorized Absence/Deserter. Mail for personnel in a UA status will be held in the unit mail room until the addressee has returned or has been declared a deserter. If mail addressed to UA personnel has not been claimed after 30 days, the mail clerk will endorse each piece "Moved, Left No Forwarding Address" along with the date, unit, and the mail clerk's DD Form 285 card number. All mail for that individual will then be neatly bundled and returned to the serving post

office with written certification of the addressee's deserter status. This written certification shall include a unit diary number and date. The only personnel authorized to certify the status of personnel declared as deserters are the commanding officer, executive officer, adjutant, and unit postal officer. Endorsements such as "Deserter," "AWOL," and "UA" will not be placed on the mail.

5. No Record. Mail received by the mail clerk to addressees for which there is no record available will be returned to the serving post office no later than the next working day. The mail clerk will draw a single diagonal line through the incorrect portion of the address, taking care not to obliterate or cover the addressee's name or original address. On the reverse (non-address) side of the article, the mail clerk will put the endorsement "NO RECORD" or "NR" along with the date, unit, and the mail clerk's DD Form 285 card number. Mail clerks must carefully check all available sources in an attempt to locate an addressee prior to returning mail to the post office as "NO RECORD."

6. Missent. Mail inadvertently received by an organization/activity that is addressed to another organization/activity is missent mail. Missent mail shall be returned to the serving post office no later than the next working day. Missent mail will be endorsed on the reverse (non-address) side by the mail clerk as "MISSENT" or "M/S" along with the date, unit, and the mail clerk's DD Form 285 card number.

7. Deceased/Casualty Mail

a. Mail addressed to personnel who are deceased will be held in the unit mail room pending notification of the primary next of kin (PNOK). This mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification of the PNOK. Once the commanding officer has obtained absolute verification that the PNOK has been notified, all mail being held will be either returned to the sender or forwarded to the PNOK per the PNOK's wishes. This verification may be obtained by contacting the U.S. Marine Corps Casualty Section at the following telephone numbers:

Commercial: (703) 696-2069/2070  
DSN: 226-2069/2070

b. After obtaining verification that the PNOK has been notified, mail addressed to deceased personnel will be neatly bundled and returned to the serving post office along with written certification of the addressee's status, that the PNOK has been notified, and the PNOK's instructions for disposition of mail. The only personnel authorized to sign this written certification are the commanding officer, executive officer, adjutant, or unit postal officer. If the PNOK desires that the mail be forwarded, the unit mail clerk will readdress each piece to the PNOK by drawing a single diagonal line through the incorrect portion of the address, taking care not to obliterate the addressee's name or the original address, and writing the PNOK's complete forwarding address on the front (address side) of the article and circle it. The PNOK's forwarding address will be written in a neat and legible manner and always include the city, state, and zip code.

c. The serving post office will then forward this mail to the Consolidated Post Office where it will be processed for forwarding to the PNOK or returned to the sender, per the instructions on the attached certification.

d. Under no circumstances will endorsements such as "deceased," "dead," or "casualty" be placed on the mail.

8. Base Brig

a. Mail for personnel confined to the Correctional Facility at Camp Lejeune will be forwarded using the following address:

Bldg 1041  
PSC Box 20140  
Camp Lejeune NC 28542-0140

- b. Endorsements such as "Brig" or "Confined" will not be placed on the mail.

9. Correctional Custody

- a. Mail for personnel confined to Correctional Custody at Camp Lejeune will be forwarded using the following address:

Bldg RR-5  
Camp Lejeune NC 28542

- b. Endorsements such as "Correctional Custody," "C/C," or "Confined" will not be placed on the mail.

10. In the Hands of Civilian Authorities (IHCA). Mail addressed to personnel who are in the hands of civilian authorities will be forwarded under separate cover (enclosed in an official envelope) and addressed in care of the appropriate place of civilian confinement. A letter of explanation will be enclosed to the sheriff or senior member of the civilian confinement facility, requesting delivery of subject mail or return if the addressee has been transferred or released.

11. Hospital

- a. Mail addressed to personnel who are hospitalized at Camp Lejeune will be forwarded using the following address:

Ward # \_\_\_\_\_ (if known)  
Naval Hospital  
P.O. Box 10100  
Camp Lejeune NC 28547

- b. Mail for personnel who have been admitted to civilian and military hospitals away from Camp Lejeune will be readdressed and forwarded if it is determined that hospitalization will be of such duration that mail will reach the addressee prior to release from hospitalization.

7018. MISCELLANEOUS INSTRUCTIONS

1. When mail clerks/orderlies receive articles that have been badly damaged or when it appears that items may be missing due to damage (severely torn wrappers, etc.), it is recommended that the article be opened by the addressee in the presence of the unit postal officer. When it has been determined that articles are missing or damaged, the addressee will be instructed to present the damaged article together with the wrapper and packing material to the serving post office where a claim, inquiry, or complaint can be filed.

2. Letters received by mail clerks/orderlies that are unsealed shall be handled as follows:

- a. Endorse "Received Unsealed"

b. Before delivering or forwarding, affix Label 21 "Officially Sealed," and initial. Label 21 can be obtained from your serving post office.

3. Special delivery mail is handled and transported according to the class of mail. No special delivery service will be given to mail delivered through the Military Postal Service. Under certain circumstances, such mail is given immediate delivery at a civilian post office of address; this service is not

provided by military activities. Personnel are reminded that payment of special delivery fees does not ensure safety of delivery or provide for payment of indemnity.

4. Collect on Delivery (COD) mail inadvertently received at unit mail rooms will be returned to the serving post office for forwarding to the Camp Lejeune Branch Post Office, Bldg #1770, Camp Lejeune.

5. Units/sections will ensure that individuals or offices receiving misrouted mail immediately return such mail to the mail room or serving post office for proper delivery to the addressee.

6. Mail opened by mistake shall be resealed, endorsed "Opened by Mistake," signed and dated by the person opening the mail, and returned to the unit mail room or serving post office for forwarding to the correct addressee.

7019. PREPARATION OF MAIL TO BE RETURNED TO THE POST OFFICE

1. Mail clerks will separate and bundle mail being returned to the serving post office according to the following categories:

- a. On Base/Missent (letters and flats bundled separately).
- b. Off Base (letters and flats bundled separately).
- c. No Record/Moved Left No Forwarding Address (letters and flats bundled separately).

2. All mail being returned to the serving post office will be neatly bundled with each piece facing the same direction, address side to the front.

3. Each bundle of returned mail will be bound with rubber bands and labeled or tagged to indicate the appropriate category (i.e., On Base, Off Base, and No Record).

## SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

### MAIL ORDERLY STATEMENT OF UNDERSTANDING (5119)

#### 1. GENERAL INFORMATION

a. With my appointment as a Mail Orderly, I understand that I am a direct representative of the Military Postal Service and, as such, have been entrusted with the responsibilities associated with the daily handling and delivery of U.S. Mail to the members of my section. Personnel appointed as Mail Orderlies must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.

b. As a Mail Orderly, I understand that I am **legally bound** to perform my duties in strict accordance with my commanding officer's unit mail handling order and this Statement of Understanding. Further, I understand that I am morally obligated to my fellow command members, to perform my duties in a highly proficient and professional manner at all times. **I have been advised, therefore, and fully understand that any failure to strictly adhere to the regulations which govern the handling and delivery of U.S. Mail will not be tolerated and is punishable under Articles 92 and/or 134 of the Uniform Code of Military Justice. In addition, I understand that if I commit offenses against the U.S. Mails, I am subject to Federal prosecution under Title 18, U.S. Code.**

#### 2. SECURITY/PROTECTION OF MAIL

a. My DD Form 285 (Mail Orderly Appointment Card) is a carefully controlled item, and must at all times, be in my possession along with my military ID card when performing mail handling duties. If my DD Form 285 becomes lost, stolen, or unserviceable, I must report this fact to my unit Postal Officer immediately. I must never allow another individual to have access to my DD Form 285 for any purpose. If I am transferred or reassigned to another section within my unit, I must report to my unit Postal Officer to relinquish my DD Form 285 prior to the effective date of my transfer or reassignment.

b. I must handle all U.S. Mail entrusted to me in a safe and secure manner at all times. I will be held responsible for any loss or damage caused by my failure to properly handle and deliver the mail entrusted to my care. Specifically, I must:

- (1) Handle/transport mail in a safe manner until proper delivery has been accomplished.
- (2) Carefully guard all mail in my custody against loss, theft, or damage, and prevent access to the mail in my custody by unauthorized individuals. I must **never** leave U.S. Mail unattended.
- (3) During inclement weather, I must take all necessary precautions to protect the mail from water damage, as U.S. Mail bags are not waterproof.
- (4) I must never transport mail in a private vehicle, except emergency situations with prior approval of the unit Postal Officer, and then I am required to return, in the most direct route, to my work section to effect proper delivery of all mail in my possession.

c. I must never violate the sanctity or private nature of U.S. Mail and postal records. Specifically, I must **never**:

- (1) Break or allow to be broken, the seal of any mail matter.
- (2) Read or allow others to read magazines, newspapers or other mail matter addressed to the members of my section.
- (3) Remove stamps or other forms of postage from the mail entrusted to me for delivery.
- (4) Make any record, written or otherwise, of any information (originators name, return address, etc.) contained on any piece of mail for any purpose.

MCBCL 5119/10

Figure 7-1. -- Sample Mail Orderly Statement of Understanding (5119)

## SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

(5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. I will refer all inquiries and requests for such information to my unit postal officer.

d. I must report any known or suspected postal-related offenses to my unit postal officer, assistant unit postal officer, or commanding officer immediately.

### 3. RECEIPT OF MAIL

a. I understand that I must report to my unit mail room every workday in accordance with the schedule published in my commanding officer's unit mail handling order, to receipt for incoming mail for the members of my section. If for any reason I am unable to fulfill this daily requirement, I must ensure that another appointed Mail Orderly from my section does so.

b. When receipting for the mail for my section, I must carefully screen all mail received, immediately remove all misssent mail, accountable mail, and any official mail whose delivery address includes a billet title, and return it to the unit mail clerk prior to leaving the vicinity of the unit mail room.

c. At the time that I accept custody of the mail each day, I must place my DD Form 285 card #, the current date, and my payroll signature on the Mail Orderly Receipt Log in a neat and legible manner, to officially certify that I have received the mail for my section and am responsible for its safe, secure, efficient, and proper handling and delivery.

d. If no mail is available for my entire section at the designated time, I will note this fact on the Mail Orderly Receipt Log, sign and date the entry, and immediately notify my unit postal officer.

e. To assist in the timely and efficient delivery/forwarding of mail, I must make every effort to know every member of my section and what their current status is each day (TAD, on leave, UA, hospitalized, special liberty, transferred, secured early, etc.). I may use up-to-date rosters, morning reports, and other official source documents to accomplish this.

### 4. HANDLING AND DELIVERY OF PERSONAL MAIL

a. Block 9 of my DD Form 285 has been marked and initialed to indicate "Personal, Except Accountable." This authorizes me to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of my section. I understand that I am not authorized to handle or deliver personal accountable mail (registered, numbered insured, certified, and express). Any personal accountable mail that I may inadvertently receive from the unit mail room, must be immediately returned to the unit Mail Clerk for subsequent return to the serving post office.

b. I must personally deliver all non-accountable personal mail that I receive from the unit mail room, directly to the individual it is addressed to on the same day I receive it. Personal mail must never be left on racks, under doors, in or on desks, sent through guard mail, etc., in order to effect delivery. Likewise, personal mail may not be given to the addressee's OIC/NCOIC, roommate, squad leader, or any individual for subsequent delivery to the addressee; unless that individual has been authorized by the addressee in writing to receipt for mail on his/her behalf. Proper delivery occurs when custody of a piece of U.S. Mail is directly passed from the hand of the appointed Mail Orderly to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.

c. I must personally deliver all PS Forms 3849 (Notification of Personal Accountable Mail) directly to the addressee as early as possible on the date I receive them. PS Forms 3849 shall be treated/handled in the same manner as personal mail with regard to security and delivery procedures.

d. Any personal mail or PS Forms 3849 which cannot be properly delivered as described above, are considered "undeliverable." As a Mail Orderly, I am not authorized to retain undeliverable personal mail outside the unit mail room overnight; therefore, all personal mail and PS Forms 3849 which cannot be personally delivered to the addressee/authorized agent, must be returned to the unit mail room for overnight storage or forwarding as appropriate, on the same day I receive them. When returning undeliverable personal mail and PS Forms 3849 to the mail room, I must provide the Mail Clerk with written documentation (i.e. post-it note or other documentation) indicating the reason for non-delivery. I must never deface any piece of mail by writing directly onto it for any reason.

Figure 7-1. -- Sample Mail Orderly Statement of Understanding (5119)

## SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

e. When delivering mail to the addressee, I must advise all personnel not using a correct and complete address to immediately notify their correspondents (preferably in writing) as to their correct mailing address.

### 5. HANDLING AND DELIVERY OF OFFICIAL MAIL

As a Mail Orderly, I am only authorized to handle and deliver official mail in a limited capacity. Block 9 of my DD Form 285 has been marked and initialed to indicate "Official (Except Accountable); therefore, I am authorized to receipt for, handle, and deliver **ONLY** those ordinary (non-accountable) forms of official mail which are addressed to the members of my section by **their name (or rank and name) only**. I understand that this mail, although considered to be official, must be handled and delivered in exactly the same manner as personal mail, as described in paragraph 4a through 4e above. I further understand that I am **NOT AUTHORIZED** to receipt for, handle, or deliver any form of official accountable mail (registered, numbered insured, or certified); or any ordinary official mail which is addressed to an individual by billet/duty title (i.e. Commanding Officer, Adjutant, Supply Chief, "Commanding Officer of," Training NCO, etc.) or by a combination of name and billet/duty title (i.e. Admin Chief(Attn: SSgt Jones)). Any official **accountable** mail or official mail whose address includes a duty title that I may inadvertently receive from the unit mail room, must be immediately returned to the unit mail clerk for proper processing and delivery.

### 6. CERTIFICATION

By my signature hereon, I certify that I have read this Statement of Understanding and fully understand my duties and responsibilities as outlined herein. Further, I have been personally briefed by my Unit Postal Officer and/or my Assistant Unit Postal Officer with regard to my duties and responsibilities, and fully understand the consequences of my failure to perform them precisely as described above. I have received a copy of this Statement of Understanding to guide me in the daily performance of my duties as a Mail Orderly.

\_\_\_\_\_  
UNIT POSTAL OFFICER'S  
PRINTED RANK/NAME

\_\_\_\_\_  
MAIL ORDERLY'S  
PRINTED RANK/NAME

\_\_\_\_\_  
UNIT POSTAL OFFICER'S  
SIGNATURE/DATE

\_\_\_\_\_  
MAIL ORDERLY'S  
SIGNATURE/DATE

Figure 7-1. -- Sample Mail Orderly Statement of Understanding (5119)





SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

CHAPTER 8

MAIL BOMBS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL-----	8000	8-3
TYPICAL CHARACTERISTICS-----	8001	8-3
IMMEDIATE ACTION-----	8002	8-4



## SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

### CHAPTER 8

#### MAIL BOMBS

10000. GENERAL. The likelihood of ever receiving a bomb in the mail is very remote. Unfortunately, a small number of explosive devices have been mailed over the years resulting in death, injury, and destruction of property. Motives for sending mail bombs are wide ranging. They are often sent for revenge, extortion, terrorism, business disputes, or other reasons. All personnel involved in mail handling duties should be trained to recognize their typical characteristics and the immediate action to take should they discover a suspected mail bomb.

8001. TYPICAL CHARACTERISTICS. A bomb can be easily enclosed in either a letter or a parcel, and its outward appearance is limited only by the imagination of the sender. They may appear to be either official or personal mail and will typically target high ranking officials; however, this is not always the case. Mail bombs may or may not exhibit one or more of the following characteristics. They may:

1. Bear restricted endorsements such as "personal" or "private."
2. Bear an inaccurate addressee's name and/or title.
3. Have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering.
4. Have protruding wires, aluminum foil, or visible oil/grease stains.
5. Give off an unusual smell (almonds or marzipan).
6. Bear an excessive number of postage stamps.
7. Have a small pin hole in the wrapping for removal of a safety wire.
8. Exhibit springiness on one or more sides if it contains a pressure release detonating device.
9. Feel heavier than it looks.
10. Feel rigid or appear uneven or lopsided.
11. Be unprofessionally wrapped with several combinations of tape.
12. Be endorsed with "Fragile," "Handle with Care," "Rush," "Do Not Delay," or similar markings.
13. Make a buzzing or ticking noise, or a sloshing sound.

8002. IMMEDIATE ACTION. Remember that the likelihood of ever receiving a bomb in the mail is very remote; however, if you have sufficient reason to believe that a letter or parcel may contain an explosive device, follow the steps listed below. DO NOT take a chance or worry about possible embarrassment if the item turns out to be innocent. Upon discovery of a suspected mail bomb:

1. Do not attempt to open the suspected item.
2. Do not attempt to move or further examine the suspected item.
3. Immediately evacuate the area and allow no one to come within the immediate vicinity of the suspected item for any reason, until the "all clear" has been given by the appropriate authorities (i.e., PMO/EOD). Do Not unnecessarily expose personnel to danger in an attempt to secure valuables, classified material, or recover personal belongings during or after the evacuation process.
4. Immediately notify PMO.
5. Do not completely seal off rooms/buildings. Leave doors and windows open to allow for the rapid expansion of exploding gases. Do Not unnecessarily expose personnel to danger in an attempt to open additional doors and windows.
6. Post a guard in the vicinity of each entrance to the building to ensure no one inadvertently enters and becomes exposed to possible injury hazard. Ensure these guards are placed a safe distance from the building.
7. Notify the appropriate commanding officer.
8. Notify the installation postal officer.

SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

CHAPTER 9

POSTAL SUPPORT FOR DEPLOYING UNITS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION -----	9000	9-3
MAILING ADDRESSES -----	9001	9-3
DEPLOYMENTS OUTSIDE CONUS -----	9002	9-4
DEPLOYMENTS INSIDE CONUS -----	9003	9-6
SPECIAL INSTRUCTIONS FOR MEU'S -----	9004	9-8
PREDEPLOYMENT BRIEFS -----	9005	9-10
CUSTOMS INFORMATION -----	9006	9-11
<p>FIGURE</p>		
9-1 SAMPLE OF DEPLOYED MAIL COVERSHEET -----		9-12



# SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

## CHAPTER 9

### POSTAL SUPPORT FOR DEPLOYING UNITS

9000. GENERAL INFORMATION. Efficient mail service has long been recognized as one of the most significant factors affecting the morale of our deployed Marines and Sailors, and their families; therefore, the importance of strict adherence to the policies and procedures outlined in this chapter cannot be overemphasized. All unit postal officers, assistant unit postal officers, and mail clerks/orderlies of deployable units should thoroughly review this chapter upon appointment to ensure a full understanding of the instructions and concepts outlined herein.

9001. MAILING ADDRESSES. All deployable units have been assigned two mailing addresses. One is used to receive mail while in CONUS, while the other (an FPO address) is used whenever a unit deploys outside CONUS. Ideally, all personnel within each command should understand the basic concepts which apply to the assignment of these addresses and when each should be used. This is especially important as a unit prepares for deployment. The two types of addresses are discussed in greater detail in the following:

1. CONUS Addresses. These are the unit mailing addresses that are adopted and used by unit commanders to receive official mail and by all personnel who are authorized to receive personal mail through their unit mail room while in CONUS. Unlike FPO addresses which must be deactivated when not in use, these addresses remain active at all times (regardless of a unit's deployed status). All mail addressed with a CONUS address will flow via the U.S. Postal Service's mail transportation network, directly to the unit's serving Military Post Office for delivery.

2. FPO Addresses. These are the mailing addresses assigned and published by the Consolidated Postal Officer immediately prior to a unit's deployment outside CONUS, and are to be adopted and used by all deploying personnel to receive official and personal mail through their unit mail room while deployed. Mail addressed using the assigned FPO addresses will flow via the U.S. Postal Service's mail transportation network, directly to the Joint Military Postal Activity (JMPA) in New York City where it will be processed and dispatched to the deployed unit in accordance with existing mail routing instructions. All FPO addresses for units in a non-deployed status are deactivated at the JMPA and any mail addressed with a deactivated FPO address is returned to the sender. Whenever a unit deploys, the Consolidated Postal Officer can reactivate its FPO address and route the unit's mail world-wide in accordance with the unit commander's written instructions. Upon the unit's redeployment to CONUS, the FPO address will remain active for a period of 60 days to allow all personnel sufficient time to notify their correspondents to return to the use of the CONUS address. During this 60 day period, all mail addressed with the FPO address is redirected by the JMPA, to the unit's serving Military Post Office in CONUS. On the 61st day after redeployment, the FPO address will again be deactivated and all mail addressed as such will be returned to the sender.

9002. DEPLOYMENTS OUTSIDE CONUS

1. Commanding officers of units scheduled for a deployment outside CONUS for which postal support is desired, are responsible for ensuring that prior coordination is made with the Consolidated Postal Officer (Operations Officer). The Consolidated Postal Officer is responsible for world-wide mail routing for all deploying Marine forces based at MCB Camp Lejeune, MCAS New River, MCAS Beaufort, and MCAS Cherry Point. Unit commanders are also responsible for ensuring that written notification of an upcoming deployment is submitted to the Consolidated Postal Officer (Operations Officer) at least 45 days in advance of the departure of the advance party. The Consolidated Postal Officer cannot activate a unit's FPO address or route their mail without prior written authorization from the unit commander. This written authorization, or Mail Routing Request, should be in standard Naval letter format, must be signed by the unit commander or designated Postal Officer, and should contain all pertinent information relative to the particular deployment/operation. For unscheduled deployments/operations which do not allow for this 45 day advance notification, commanders must ensure that as much advance notice as possible is given. Units deploying from MCAS New River, MCAS Beaufort, or MCAS Cherry Point may submit their requests via unclassified electronic message to the "CG SECOND FSSG//G-1/POSTAL//" and include their respective station postal officer as an information addressee. Mail routing requests may also be sent to DSN FAX 484-1505. All mail routing requests must include the following information at a minimum:

- a. Date of departure (advance party).
- b. Date of departure (main body).
- c. Projected date of return (be as accurate as possible).
- d. Destination(s) (be as specific as possible).
- e. Types of mail to be forwarded (i.e., letter class mail only). If all mail is to be forwarded, so state.
- f. Specific units involved (entire Bn/Sqdn) (A Co only) (HQ and K batteries).
- g. List of attached dets (Engr Det, Maint Det).
- h. Whether or not a rear party (including a designated mail clerk) will remain behind during the deployment.
- i. Unit point(s) of contact and telephone number(s).
- j. Any other information considered relevant to postal matters.

2. Upon receipt of the mail routing request, the Consolidated Postal Officer will publish a Mail Routing Instruction (MRI) to the JMPA in New York causing the unit's FPO address to be reactivated and issuing them specific mail routing instructions. In addition, appropriate postal instructions and authorized mailing addresses will be disseminated to the unit and other appropriate commands/agencies



via electronic message. To ensure the most efficient mail service possible, all deploying personnel and their correspondents must strictly adhere to the postal instructions issued and resist the temptation to modify the content or format of the assigned mailing addresses or adopt the addresses of other units in the deployed area as a means of circumventing the proper mail routing channels. Of equal importance, all deploying personnel who are attached to other units for the deployment, must ensure they check out with their parent command's mail room and check in with their temporary command's mail room (this process must be reversed when they return to their parent command). This will help to ensure all mail will be forwarded as efficiently as possible.

3. Deploying unit commanders must also ensure that properly appointed and adequately trained unit mail clerks and section mail orderlies are assigned to both the forward deployed element(s) and rear parties to receipt for mail. Mail will only be delivered to properly appointed mail clerks who possess a military ID card and a valid DD Form 285 (Mail Clerk/Orderly Appointment Card) issued by the unit postal officer. These mail clerks must be properly trained and equipped with the supplies necessary to effectively execute their mail handling duties; and as always, unit mail rooms must maintain file directory cards on all personnel in the unit (including attachments). Rear party mail clerks of deployed units need only to maintain accurate rosters of personnel in the rear party. If training is desired for mail clerks/orderlies prior to deployment, unit postal officers should contact their installation postal officer for assistance.

4. All deploying units shall provide the CMC (AREB) and the CG, MCLB Albany (Codes 802 and 876) with change of address notification by message at least 30 days before the anticipated date of movement of the main body in accordance with paragraph 3211 of reference (j).

5. All mail for deployed units containing CONUS addresses will be first delivered to the designated rear party mail clerks (if applicable), who will remove and deliver any mail for rear party personnel. All mail for deployed personnel must be properly reworked, date stamped, neatly bundled, and immediately returned to the serving Military Post Office with a properly completed Deployed Mail Coversheet (MCBCL Form 5119/8) attached to each bundle. Mail for units that are split between deployed locations must be bundled separately by location. All mail reworked in this manner by rear party mail clerks will be processed and dispatched to the deployed unit Monday through Friday.

6. The Deployed Mail Coversheet (figure 9-1) is available through your serving Military Post Office in pads of 100. Local reproduction of this form through the Defense Printing Service is authorized; however, a copy of all DD Forms 844 requesting such reproduction shall be submitted to this Headquarters (Forms Control Officer).

7. Upon arrival in the deployed area, unit postal officers must make immediate liaison with the serving post office in that area to arrange for the receipt, processing, and delivery of incoming mail; and the acceptance and dispatch of outgoing mail. Failure to make immediate liaison with the serving post office can lead to delays in the delivery of the unit's mail.

8. If significant problems are experienced with the timely receipt of mail while deployed, unit postal officers should immediately contact their serving military post office in the deployed area for assistance. They should be prepared to provide postal officials with detailed information regarding the specific nature and extent of the problem. The Consolidated Postal Officer should be included as an information addressee on all message traffic/correspondence involving postal matters. The following Plain Language Address (PLA) will be used to accomplish this: "CG SECOND FSSG//G-1/POSTAL//".

9. Not later than 45 days prior to redeployment to CONUS, unit commanders must submit a written mail routing request to their serving military post office in the deployed area. This request must be signed by the unit commander or designated postal officer and will serve as written authorization for postal officials to route the unit's mail back to CONUS. It should include the same basic information as shown in paragraph 9002.1 of this Manual.

10. Upon redeployment to CONUS, unit postal officers should immediately contact the Consolidated Postal Officer (Operations Officer) and their respective installation postal officer as appropriate to announce their return and to provide postal officials with any information that may be helpful in improving mail service during future unit deployments.

11. It may not be considered practical to route mail to locations outside CONUS for unit deployments 30 days or less in duration. For deployments of this nature, all unit mail will be delivered to rear party mail clerks who will remove all mail for rear party personnel and effect proper delivery. Mail for deployed personnel shall be held in the mail room until the unit's return at which time proper delivery will be made. If no rear party remains behind, the commanding officer may submit a written request to the installation postal officer (Operations) to have all mail held at the serving post office throughout the duration of the deployment. This letter must be signed by the commanding officer or designated postal officer and include the following information:

- a. First date mail is to be held.
- b. Last date mail is to be held.
- c. Deployment location(s).
- d. Certification that no rear party will remain behind.
- e. Unit point(s) of contact and telephone number(s).
- f. Any other information considered relevant.

#### 9003. DEPLOYMENTS INSIDE CONUS

1. Commanding officers of units scheduled for a deployment inside CONUS for which postal support is desired, are responsible for ensuring that prior coordination is

made with their installation postal officer (Operations). They are also responsible for ensuring that written notification of the upcoming deployment is submitted to their installation postal officer (Operations) as discussed in paragraph 9002.1. Installation postal officers cannot route a unit's mail prior to receipt of the unit commander's written Mail Routing Request.

2. FPO addresses will not be used for unit deployments inside CONUS. Normally, all units deploying to locations within CONUS will maintain the use of their CONUS address throughout the duration of their deployment. Correspondents of deployed personnel must write to them using the unit's official CONUS mailing address. Any modification of the content or format of the address or use of an unauthorized address is prohibited and will only serve to delay mail processing/delivery.

3. To help assure that all mail can be forwarded as efficiently as possible, commanding officers must ensure that all deploying personnel who are attached to other units for the deployment, check out with their parent command's mail room and check in with their temporary command's mail room (this process must be reversed when they return to their parent command).

4. Deploying unit commanders must also ensure that properly appointed and adequately trained unit mail clerks and section mail orderlies are assigned to both the forward deployed element(s) and rear parties as outlined in par 9002.3 of this Manual. All mail for deployed units will be processed as outlined in paragraph 9002.5 of this Manual.

5. Prior to the unit's departure, the installation postal officer will contact the civilian/military postal officials in the deployed area to alert them of the unit's impending arrival date and to discuss pertinent details of the unit's deployment to that area. Upon arrival in the deployed area, unit postal officers must make immediate liaison with the serving post office in that area to arrange for the receipt, processing, and delivery of incoming mail; and the acceptance and dispatch of outgoing mail. Failure to make immediate liaison with the serving post office can lead to delays in the delivery of the unit's mail.

6. If significant problems are experienced with the timely receipt of mail while deployed, unit postal officers should immediately contact their serving post office in the deployed area and their installation postal officer (Operations) for assistance. They should be prepared to provide detailed information regarding the specific nature and extent of the problem.

7. Upon redeployment, unit postal officers should immediately contact their installation postal officer (Operations) to announce their return and to provide postal officials with any information that may be helpful in improving mail service during future unit deployments.

8. It may not be considered practical to route mail to locations inside CONUS for unit deployments of very short duration (normally those less than 14 days in duration). For deployments of this nature, all unit mail will be delivered to rear party mail clerks who will remove all mail for rear party personnel and

effect proper delivery. Mail for deployed personnel shall be held in the mail room until the unit's return at which time proper delivery will be made. If no rear party remains behind, the commanding officer may submit a written request to the installation postal officer (Operations) to have all mail held at the serving post office throughout the duration of the deployment. This letter must be signed by the commanding officer or designated postal officer and include the following information:

- a. First date mail is to be held.
- b. Last date mail is to be held.
- c. Deployment location(s).
- d. Certification that no rear party will remain behind.
- e. Unit point(s) of contact and telephone number(s).
- f. Any other information considered relevant.

9004. SPECIAL INSTRUCTIONS FOR MEU'S

1. Commanding officers of deploying MEU's are responsible for ensuring that written notification of an upcoming deployment is submitted to the Consolidated Postal Officer (Operations Officer) at least 45 days in advance of the blue/green work-ups. This written notification, or Mail Routing Request, must be signed by the MEU commander or designated postal officer and will serve as written authorization to route mail for all elements of the MEU. All mail routing requests for deploying MEU's must include the following information at a minimum:

- a. Date depart for blue/green workups.
- b. Date return from blue/green workups.
- c. Location(s) of blue/green workups.
- d. Instructions for disposition of mail during blue/green workups.
- e. Date depart for actual deployment.
- f. Projected return date.
- g. Deployment location (Med, Persian Gulf, etc.).
- h. Units involved (including all attached det's).
- i. Ships involved.
- j. Breakdown of which units/dets will be on which ships. Indicate locations of commanding officers down to company level for routing of official mail.

2. Upon receipt of the mail routing request, the Consolidated Postal Officer will request publication of a 2d FSSG bulletin to promulgate authorized mailing addresses and pertinent postal instructions to all participating commands. Additionally, he will publish a Mail Routing Instruction to the JMPA in New York causing the MEU's FPO addresses to be reactivated and issuing specific mail routing instructions. Once deployed, the MEU commander will be responsible for the release of all mail routing messages pertaining to the MEU.

3. The MEU postal chief will be issued a stamp stock and all necessary supplies/equipment by the Consolidated Military Post Office. The postal supplies, equipment and stamp stock are only to be used to support the MEU during land operations. Under no circumstances will this stamp stock, supplies, or equipment be used while aboard ship. While aboard ship, MEU postal personnel (MOS 0161) will be attached to the ship's post office to assist in all mail handling duties and to perform mail handling functions for the MEU. In no case will military postal clerks be required to perform the duties or functions of unit mail clerks or mail orderlies. Each unit commander is individually responsible for the assignment and training of qualified personnel to serve in these billets.

4. Metering of official mail will be provided by the host ship's post office while aboard ship. The official mail stamps contained in the MEU postal chief's stamp stock will only be used during land operations when no other official mail metering services are available. These official mail stamps are not to be used while aboard ship, as early depletion of the official mail stamp stock will jeopardize the MEU's ability to send official mail when deployed ashore.

5. Commanding officers of deploying MEU's are responsible for ensuring that an appropriate work space is provided aboard each ship upon which MEU postal clerks are embarked, for the secure and efficient processing of mail and storage of undeliverable mail and postal effects. This work space must meet the following general criteria:

- a. Be securable and accessible only to the MEU postal officer/clerks.
- b. Be constructed to provide adequate space and security for mail and postal effects. Doors or cages shall be equipped with suitable locks and all hinges shall be mounted inside to prevent removal.
- c. Be located as near to the uppermost deck of the ship and as near to the air mail terminal/flight deck as possible (shelter area or debark station is recommended) to allow for the most efficient processing of incoming and outgoing mail.
- d. Meet all other structural/security requirements outlined in other existing regulations.

6. During deployment, the MEU postal officer or disbursing officer is required to conduct an audit of the stamp stock issued to the MEU postal chief on a quarterly basis (during the third month of the deployment) so long as postal finance operations have not been established ashore. In the event the MEU commander

orders establishment of postal finance operations ashore, the stamp stock will be audited on a monthly basis until such time as finance operations are formally disestablished. Upon formal disestablishment of postal finance operations ashore, the stock will be audited and the safe resealed. All audits performed thereafter will be conducted on a quarterly basis (during third month after last monthly audit). The results of all audits will be mailed to the Consolidated Postal Officer (Attn: COPE).

9005. PREDEPLOYMENT BRIEFS

1. Past experience has shown that members of deployed commands that have not been properly briefed and do not understand the importance of using their correct mailing address and adhering to all applicable postal instructions while deployed experience some manner of problems with their mail service. While there is no way to completely eliminate all mail problems, they can be greatly reduced or virtually eliminated by ensuring all members of a deploying command and their families are thoroughly briefed as to their correct mailing address and all other applicable postal instructions/regulations pertaining to the deployment. All commands are encouraged to conduct predeployment briefs whether deploying inside or outside CONUS. Predeployment briefs will be conducted by the unit postal officer/assistant unit postal officer and should be scheduled as far in advance of the deployment as practical. The list of topics that should be discussed during these briefs should include, but is not limited to, the following:

- a. Correct mailing address to be used during the deployment.
- b. Effective dates the deployed address is to be used.
- c. Anticipated mail transit times for letters and packages.
- d. Postal services available to the deploying unit.
- e. The importance of all personnel checking in and out with the unit mail clerk.
- f. Responsibilities of rear party mail clerks (if applicable).
- g. Customs information.
- h. Whom to contact if mail problems occur.
- i. Support/assistance available to the command in the publication and distribution of KVN Familygrams.

3. For assistance in the preparation of predeployment briefs, unit postal officers should arrange for a conference with their installation postal officer (Operations) to discuss the topics listed above. This conference is also designed to provide key unit personnel involved in mail handling/family readiness duties

with information concerning the various aspects of mail service they can expect while deployed, and to answer any questions involving postal matters as they pertain to the unit's deployment. To ensure all key personnel within the unit are involved, the following personnel are encouraged to attend the conference:

- a. Unit postal officer.
- b. Assistant unit postal officer.
- c. Senior mail clerk.
- d. KVN Familygram Coordinator.
- e. Any other personnel deemed appropriate.

9006. CUSTOMS INFORMATION. Members of commands deployed outside CONUS will be subject to U.S. Customs regulations when sending mail back to CONUS. Families who send mail to a deployed service member are subject to the customs regulations established by the nation to which the member is deployed. All deploying personnel should be briefed on customs regulations and mailing restrictions pertaining to their deployed location. Personnel should also be advised to contact the local customs office or their serving military post office regarding questions about customs regulations. Customs forms required for mailing merchandise to and from CONUS are available at all post offices. Merchandise purchased or obtained in foreign countries is subject to U.S. Customs regulations, restrictions, and inspection. Duties/taxes may be assessed on some merchandise. Merchandise violating U.S. counterfeit and trademark regulations may be subject to confiscation.





DEPLOYED MAIL COVER SHEET (5119)

FOR UNIT MAIL ROOM USE

DATE: \_\_\_\_\_

UNIT TITLE: \_\_\_\_\_

MAIL CLERK'S NAME: \_\_\_\_\_

MAIL CLERK'S SIGNATURE: \_\_\_\_\_

PIECE COUNT: LTRS: \_\_\_\_\_

FLATS: \_\_\_\_\_

TITLE OF OPERATION/EXERCISE:

**SAMPLE**

APDS

(POST OFFICE USE)

\_\_\_\_\_  
POSTAL CLERK'S SIGNATURE

APDS

(DEPLOYED MAIL SECTION)

\_\_\_\_\_  
POSTAL CLERK'S SIGNATURE

MCBCL 5119/8

Figure 9-1. --- Sample of Deployed Mail Coversheet MCBCL 5119/8



SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

CHAPTER 10

EMERGENCY DISPOSITION OF MAIL AND POSTAL EFFECTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL DISPOSITION INSTRUCTIONS -----	10000	10-3



SOP FOR MAIL HANDLING AND POSTAL AFFAIRS

CHAPTER 10

EMERGENCY DISPOSITION OF MAIL AND POSTAL EFFECTS

10000. GENERAL DISPOSITION INSTRUCTIONS

1. Marine Corps commands operating post offices, unit post offices, and mail rooms are required to provide for the emergency destruction of U.S. Mail and postal effects. Such destruction, when necessitated by enemy action or danger of capture will be in strict compliance with references (c), Vol I and (i), and the following:

a. When sufficient advance warning is received:

(1) Deliver to the addressee or dispatch all mail on hand to the nearest postal facility by the safest and most expeditious means available; and

(2) Suspend operations and transport postal effects and supplies to a safe area.

b. When insufficient advance warning is received to permit completely carrying out these provisions and, upon order of the commanding officer or senior officer present, remove or destroy mail and postal effects in post offices and unit post offices per the prioritized list in DoD 4525.6-M, Volume I, Chapter 2.

c. For commands operating mail rooms, priority of emergency disposition is as follows:

1. Official registered mail;
2. File Directory Cards;
3. Other accountable mail;
4. All remaining mail; and
5. All other records, equipment, mail sacks, furniture, etc.

2. When destruction of postal effects is necessary, the following methods, as applicable, should be utilized in post offices and mail rooms:

a. Currency, postage stamps, stamped paper, money orders, checks, mail, and other burnable articles will be burned to unidentifiable ashes and scattered. Oils or chemicals may be used to facilitate burning.

b. Classified equipment contained in Registered mail and all other nonburnable items and postal effects shall be mutilated beyond recognition and scattered, jettisoned, or buried, as practicable.

3. The destruction of postal effects per this Manual will be witnessed by two officers when possible, otherwise by one officer and one senior enlisted person.

Two enlisted personnel or two available personnel should be used as witnesses if the foregoing personnel are not available.

4. When possible and prior to destruction, an audit of postal clerk's accounts shall be performed and DD Form 2259 completed. A listing of at least the items in paragraphs 10000.1c (1) through (4) of this Manual or the items contained in DoD reference (c), Volume I, as applicable, shall be attached. If the list is short, it may be included in the remarks section of the DD Form 2259. Distribution of DD Form 2259 shall be to the cognizant Fleet Commanders in Chief, Commanding Generals, and Fleet Marine Forces with a copy provided to the Military Postal Service Agency (MPSA-OP) and the Commandant of the Marine Corps (MHP-50). In the event an audit of the postal clerk's accounts cannot be conducted and DD Form 2259 cannot be completed, the destruction report should still be completed and sent to the applicable FLTCINC who will advise the senders of accountable mail of its destruction. A copy of the report of destruction shall be forwarded to the Treasurer of the United States and the Comptroller of the Navy when items listed in subparagraph d, below are destroyed. The following information shall be reflected on the destruction report:

a. Other than personal letter mail; registered, insured and certified mail should be recorded by number, office of origin, originator, addressee and description of contents.

b. Destroyed blank money order forms should be recorded by inclusive serial numbers.

c. Serial number(s) of money order imprinter(s).

d. Stamps, checks, paid money orders, currency and coins shall be listed in destruction schedules similar to those illustrated in NAVCOMPT Manual, paragraph 042553.

e. Other postal equipment shall be identified by description and quantity destroyed.

5. Unit commanders conducting emergency destruction will submit a complete listing of items destroyed to the CMC (MHP-50) within 48 hours per reference (i).